



Position Title:	Executive Assistant & Office Manager	Role:	Full-Time Term (2-years) With Possible Extension
Department:	Economic Development	Travel Requirements:	0% – 5% per annum
Location:	24 Kitpu St, Scotchfort, PE	Hours of Work:	8:00AM – 4:00PM (M-TH) 8:00AM – 12:00PM (F)
Working Conditions:	In-office	Approved by:	Director of Economic Development

Profile:

Reporting to the Director of Economic Development, the *Executive Assistant & Office Manager* will be responsible for a range of activities related to Abegweit First Nation’s economic objectives, providing high-level administrative support to the Director of Economic Development and managing the general administration of the Economic Development office.

Relationships:

Internally, the *Executive Assistant & Office Manager* will have organizational relationships with the following roles:

- Chief and Council, Abegweit First Nation
- Project Manager – Economic Development, Abegweit First Nation
- Director of Operations, Abegweit First Nation
- Senior Operations Officer, Abegweit First Nation

Externally, the *Executive Assistant & Office Manager* can expect to engage with the following institutions within the course of regular duties:

- Mi’kmaq Confederacy of Prince Edward Island
- Indigenous Tourism Association of Prince Edward Island
- Other First Nation Organizations and Financial Institutions
- Private-Sector Business Partners
- Indigenous Services Canada, ACOA, Innovation PEI, Rural and Regional Development, and other Government Departments and Agencies

Accountabilities:

The purpose of the role is to increase capacity for projects, outreach initiatives, administration, and growth opportunities for Abegweit First Nation. The incumbent would oversee the administrative functions of the Economic Development department; their days and tasks could reflect the breakdown below:

Project and Director Support (80%)

- Serve as a key liaison between the Director of Economic Development and external stakeholders
- Conduct research and draft memos for the Director of Economic Development
- Manage calendars, plan meetings and communicate with multiple stakeholders to schedule events
- Coordinate internal economic development meetings with Abegweit First Nation, including meeting notice, agendas, minute taking, and preparation
- Compile data to generate progress reports on business development and partnership projects
- Complete invoices, expense reports, and manage accounts payable and receivable
- Assist in the management of departmental and project-specific budgets
- Assist in the preparation of financial reports, presentations, and documentation related to business development and partnership projects
- Assist in managing administrative tasks related to economic development projects (i.e., managing documents, maintaining records, monitoring funding cycles, communicating with stakeholders)
- Collaborate with other team members of Abegweit First Nation to support economic plans
- Plan special events by coordinating meeting dates, securing venues, arranging speakers, and completing other event requirements
- Support marketing efforts by developing promotional material for social media, website and print

Office Logistics (20%)

- Manage general office duties such as ordering office supplies, coordinating repairs/upgrades to equipment, mailing packages, organizing, checking mail, and answering phone calls
- Oversee office storage and file maintenance
- Manage technology, security, telephone and other office systems

Total Benefits Package:

- \$50,000 - \$60,000 salary per annum
- 3-weeks' vacation
- Health & dental
- Friday afternoons off
- Professional development and growth opportunities

Qualifications & Experiences:

- Self-motivated and results driven
- Ability to manage multiple tasks with minimal supervision
- Proficient in MS Office Suites (Word, PowerPoint, Excel) and Adobe products
- Ability to build relationships, internally and externally
- Post-secondary education in office administration or a related field

Note: Management reserves the right to assign additional duties outside of what is listed above, as required to help achieve our strategic objectives

Apply:

This position will remain posted until successfully filled. Qualified candidates who are interested in this position should send a cover letter and resume to:

Tyler Gould

Director of Economic Development

tgould@abegweit.ca